

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4118 **TITLE:** POLICE OFFICER I

GRADE: O-17

DEFINITION:

Under supervision, patrols an assigned area to enforce the law and maintain order; under special assignment, investigates a variety of criminal offenses involving crimes against property; participates in investigations of crimes against persons; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is entry-level police work. After successful completion of the prescribed training period, incumbents work under general supervision.

ILLUSTRATIVE DUTIES:

Patrols an assigned area of the County by car or foot to maintain law and order;
Responds to emergencies as directed by mobile display terminal, radio, or telephone;
Investigates unusual or suspicious conditions, traffic accidents, or incidents;
Makes arrests and maintains custody of those arrested;
Interviews suspects;
Testifies in court;
Prepares reports on investigations, offenses, arrests, and activities;
Investigates a wide variety of criminal offenses, including larceny, auto theft, and fraud;
Participates in investigations of rape and homicide;
As assigned, participates in specialized vice and alcoholic beverage violation investigations and raids, ascertains information or secures evidence for the arrest of suspects, and searches for and apprehends criminal offenders.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of modern methods and practices of criminal investigation and identification;
Knowledge of departmental rules and regulations;
Knowledge of the geography of the County;
Skill in the use of firearms;
Ability to effectively communicate with persons of all ages and walks of life;
Ability to remember names, faces, and details;
Ability to comprehend and execute complex oral and written directions;
Ability to exercise good judgment in stressful situations;
Good physical condition;
Keen sense of observation.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
High school graduation or a G.E.D. issued by a state department of education;
Successful completion of police recruit training.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a valid Motor Vehicle Driver's License at time of appointment.

By the end of the probationary period, must obtain the following:

Certification as a Law Enforcement Officer by the Virginia Department of Criminal Justice Services;

Certification in the Virginia Crime Information Network (VCIN);

Certification in firearms proficiency.

NECESSARY SPECIAL REQUIREMENTS:

Must be a citizen of the United States;

Must be 20 years old, or within 180 days of 21st birthday at time of application, or currently a Police Cadet and within 180 days of 21st birthday;

Must successfully complete a criminal background investigation, a polygraph examination, a psychological examination, and a physical ability test prior to appointment;

Must be able to perform essential job functions (reasonable accommodation may be made on a case-by-case-basis);

Must have never committed, been involved in, or been convicted of, a felony or serious misdemeanor;

Must be of good character and reputation;

Must be a non-smoker at time of appointment, and be willing to sign a Conditions of Employment Agreement to refrain from smoking, both on and off duty.

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| REVISED: | October 1, 1999 |
| REVISED: | May 24, 1999 |
| REVISED: | November 28, 1984 |
| REVISED: | July 1981 |